




PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
5TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

LANA C. SEIVERS, Ed.D.
COMMISSIONER

MEMORANDUM

TO: Special Education Supervisors

FROM:  Nan McKerley

SUBJECT: End of Year Reports (2003-2004) and February, 2004 Court Report for
Systems Using the D & A SESIMS Program

DATE: May 19, 2004

CC: Joseph Fisher
Terry Long

It's nearing the end of the school year once again, which means it is time for submitting the End of Year Report and the February Court Report. The end of year report should be provided in accordance with your approved Comprehensive Plan for Providing Special Education Services for 2003-2004. This report includes the activities carried out with IDEA Part B funds and Preschool Grant funds. Instructions appearing in your approved 2003-2004 Comprehensive Plan are applicable for completing the report unless other instructions are provided, such as for Table 9. This report should accurately reflect the special education expenditures provided for children with disabilities during the 2003-2004 school - year.

In the past this one report has combined three different reports under one cover, i.e., the Court Report, the Federal data report and the State report. Beginning this year, the state report will be separated from the other two reports. All reports will be due June 30, 2004 with the exception of Tables 9 and 10 which will be due August 1, 2004.

The following are required for the February Court Report:

- Director's Signature on cover page
- A. Status of Service
- B. List of Inappropriately Served Children with Disabilities
- C. Certification - Persons Suspected of Being Disabled (**must be completed manually**).

The following reports are within the D & A SESIMS Program for the Federal Data Report:

- Table 1 – End of Year Frequency Report
- Table 2 – Personnel Employed and Needed Report
- Table 4 – Exiting Students Report
- Table 5 – Suspension/Expulsion Report (only for school systems)

The cover page for the Federal Report will need to be signed and returned with a copy of the report.

The State End of Year Report includes the tables listed below, please **manually** complete the following reports:

- Table 1 – End of Year Frequency Report (**6a & 6b**)
- Table 3 – SPED Staff Utilized

Table 4 - Section D – State Exiting Report for CIMP
 Table 5 - Section C – State Suspension/Expulsion Report for CIMP
 Table 6 – Staff Development Activities and Programs & Related Services In Need of Improvement
 Table 7 – Significant Changes in the Implementation of Plan, Parent Involvement and Surrogate Parent Training
 Table 8 – Child Find 3 – 21 and Early Childhood Transition
 Table 9 – Financial Expenditures and Extended School Year - **Due August 1, 2004.**
 Table 10 – Gifted Data Form - **Due August 1, 2004**

What to Send: **February 1 Court Report and Federal End of Year Data Report –**
 The original and one copy.
 Where to Send: Terry Long, Director Data Services
 Tennessee Department of Education
 Division of Special Education
 Andrew Johnson Tower, 5th Floor
 710 James Robertson Parkway
 Nashville, TN 37243-0380
 When To Send: **June 30, 2004**

What to Send **State Report** – Original and three copies
 Who to Send: Send the original to Nan McKerley at the above address.
 Send three copies to your Management Consultant.
 When to Send: **June 30, 2004**

What to Send **Table 9** – Original and one copy
 Who to Send: Send the original to Nan McKerley at the above address.
 Send one copy to your Management Consultant
 When to Send: **August 1, 2004**

What to Send **Table 10** – Original
 Who to Send: Dr. Harolyn Hatley, Gifted Coordinator at above address
 When to Send: **August 1, 2004**

For Assistance Call: Questions about reports –
 1. Court Report & Data Report – Terry Long at (615) 532-3262
 2. State Report - your Management Consultant or
 Nan McKerley at (615) 741-7796.
 3. Table 10 – Dr. Harolyn Hatley at (615) 532-1659
 Questions about the SESIMS Program – **(615) 347-9548**

ATTENTION: Please compare this year's data (03-04) with that of last year's (02-03). If a large discrepancy in the data (15-20%) is found, you will be contacted for justification.

Thank you for your efforts and cooperation in completing these reports. It is very important that we receive these reports on the above deadlines in order to process them in a timely manner.

nm/bt

INSTRUCTIONS FOR COMPLETING THE JUNE CENSUS USING SESIMS
(Please note all reports will be visible after May 15, 2004)

Step 1: Update your Student File.

Make all of the changes that you need to make to your student file prior to completing the steps outlined below.

Step 2: Create the June Reporting Period File.

Create the Reporting Period File under the Utilities Menu.

Utilities
School System Setup
Edit Template Calendar
New Template Calendar
Year End File Maintenance
Create Reporting Period File
Select Reporting Period File

Select the June 04 file to create in the drop down

Select the Reporting Period to Create:

December

June

Step 3: Select the June Reporting Period File.

Select the June reporting period file before running reports. All reports will use the selected file.

Utilities
School System Setup
Edit Template Calendar
New Template Calendar
Year End File Maintenance
Create Reporting Period File
Select Reporting Period File

Select the **June 04** file that was just created in step 2.

Select the Reporting Period:

December 03

June 04

Note: The Selected File will be displayed at the top left of the screen.

SESIMS

06/12/2004

Welcome JOHN SMITH

Role: LEA Administrator

System: My School System

Selected File: June 04

Step 4: Print the Personnel Report

Select the SESIMS Reports Menu

Select the Personnel Employed and Needed Report under Federal Reports

Federal Reports

Personnel Employed and Needed

Enter 06/01/2004 for the Report Date.

Print the report (the report may also be saved)

Step 5: Print the Exiting report

Select the SESIMS Reports Menu

Select the Exiting Students Report under Federal Reports

Federal Reports

Exiting Students Report

Enter 06/01/2004 for the Report Date.

Print the report (the report may also be saved)

Step 6: Print the Suspension/Expulsion Report

Select the SESIMS Reports Menu

Select the Suspension/Expulsion Report under Federal Reports

Federal Reports

Suspension/Expulsion Report

Enter 06/01/2004 for the Report Date.

Print the report (the report may also be saved)

Step 7: Print the End of Year Frequency Report

Select the SESIMS Reports Menu

Select the Suspension/Expulsion Report under Federal Reports

State Reports

End of Year Frequency Report

Enter 06/01/2004 for the Report Date.

Print the report (the report may also be saved)

Step 8: Print the Status of Service and Inappropriately Served Reports.

Select the SESIMS Reports Menu

Select the Status of Service Report under State Reports

State Reports

Status of Service

Enter 02/01/2004 for the Report Date.

Print the report (the report may also be saved)

Select REPORTS SESIMS Menu

Select the Inappropriately Served Report under State Reports

State Reports

Inappropriately Served

Enter 02/01/2004 for the Report Date.

Print the report (the report may also be saved)

Step 9: Manually complete the Certification – Children with Suspected Disabilities (part of the court report).

Step 10: Mail the reports by the Due Date.

Department of Education
INSTRUCTIONS FOR OPENING THE TABLE CALCULATION PAGES

1. Double click inside of the Financial Page. It will turn into an Excel worksheet.
2. Enter your information. The formulas will calculate your totals.
3. Before you close the Excel worksheet hold down the Ctrl key and hit the Home key. Otherwise your worksheet will not print out properly.
4. Click outside the worksheet and the Excel worksheet will return to the Word document.
5. If you want to save your worksheets to your hard drive click **Save As** and **Rename** the document, do **not** save after printing.

Note:

You may have to use the scroll bar in Word, but scroll slowly.

Ignore the Word background while you are in the Excel Worksheet. When you click outside the page it will go back into the right position and print out correctly.

FEBRUARY 1, 2004 COURT REPORT

OF

CHILDREN AND YOUTH WITH DISABILITIES

DUE: June 30, 2004

Please return the attached forms to:

**Terry Long
Tennessee Department of Education
Division of Special Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

I hereby certify that the information entered into the web based system is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.

System Name

Director of Schools Signature

Date

System #

Date of Census: February 1, 2004
Date Due: June 30, 2004

SCHOOL SYSTEM OR AGENCY _____

Each of the Status of Service Codes listed below provide an unduplicated count of all children and youth with disabilities, ages birth through 21 years, who were receiving the described services.

STATUS OF SERVICES

Status	RECEIVING APPROPRIATE SERVICES	Number
1	Full Special Education Support Service	1)
2	Enrolled in private program at choice of parent and at parent's expense, with special education services provided by the LEA.	2)

Status	RECEIVING LESS THAN APPROPRIATE SERVICE FROM THE LEA	Number
3	Receiving some special education service but less than recommended service	3)
4	Enrolled in school, public or private, but not receiving needed special education from the LEA.	4)
5	Not enrolled in any education program.	5)

TOTAL	Total Count of children and youth with disabilities reported in Status 1-5.	6)
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**LIST OF INAPPROPRIATELY SERVED
CHILDREN AND YOUTH WITH DISABILITIES
AGES BIRTH - 21 YEARS**

Date of Census: **February 1, 2004**

Date Due: **June 30, 2004**

_____ **School System**

STATUS	NAME	AGE	ADDRESS	DISABILITY	REASON

Date of Census: **February 1, 2004**
Date Due: **June 30, 2004**

_____ **School System**

CERTIFICATION
Persons Suspected of
Being Disabled

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							0

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							0

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled.

FEDERAL END OF YEAR DATA REPORT

OF

CHILDREN AND YOUTH WITH DISABILITIES

DUE: June 30, 2004

Please return the attached form to:

**Terry Long
Tennessee Department of Education
Division of Special Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0380**

The information entered into the web based system is accurate and documentation is available for review to support the data entered.

System Name

Director's Signature

Date

System #



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GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
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NASHVILLE, TN 37243-0380

LANA C. SEIVERS, Ed.D.
COMMISSIONER

STATE END OF YEAR REPORT FOR SPECIAL EDUCATION SERVICES

Tennessee Code Annotated §49-10-302
Public Law 94-142, as amended
Public Law 99-457- §619, as amended

TO BE COMPLETED BY LOCAL SCHOOL SYSTEM

Part I Statistical Information	July 1, 2003 – September 30, 2004
Part II Additional and Preschool Information	July 1, 2003 – September 30, 2004
Part III Compliance Assurance	July 1, 2003 – September 30, 2004

School System: _____

Director of Schools: _____

Signature

Date

E-mail Address _____

Name of Program Contact Person: _____

E-mail Address _____

Address: _____ Telephone No.: _____

System's Total Net Enrollment for 2003-2004: _____

DUE: June 30, 2004

Please mail the original to Nan McKerley and three copies to your Management Consultant.

**TABLE 1 – End of Year Frequency Report
2003-2004**

DISABILITY	(1) Within School System		(2) Contractual Agreement		(3) Total who Received FAPE		(4) # Received Special Transportation		(5) # Private School Students Placed by LEA who Received Services		(6a) # Private School Students Placed by Parents		(6b) # Of Private School Students (6a) Served by LEA This School Year	
	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21
Autism					0	0								
Blind					0	0								
Deaf-Blindness					0	0								
Deafness					0	0								
Developmental Delay					0	0								
Emotional Disturbance					0	0								
Hearing Impairments					0	0								
Intellectually Gifted					0	0								
Language Impairments					0	0								
Mental Retardation					0	0								
Multiple Disabilities					0	0								
Orthopedic Impairments					0	0								
Other - Functional Delay					0	0								
Other - Health Impairments					0	0								
Specific Learning Disabilities					0	0								
Speech Impairment					0	0								
Traumatic Brain Injury					0	0								
Visual Impairments					0	0								
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Grand Total **0**

INSTRUCTIONS TABLE 1 End of Year Frequency Report

This table should reflect those children the school system serviced during the 2003-04 school year (cumulative count). Report children by the primary disability. If a child has more than one disability, report him/her under the condition considered to be the major disability. This is an unduplicated count so each child should be reported only one time.

- 1 Within School System - Give an unduplicated count by the primary disability of the eligible children by age category provided special education services within the school system.
- 2 Contractual Arrangements - Give an unduplicated count by disability of the eligible children by age category who were provided full-time special education services through contractual arrangement with another school system, a private school, or a public agency. **All contracts for full time special education placements must be approved annually by the state Commissioner of Education. No LEA shall expend state funds for contracted placements that have not been approved by the Commissioner.**
- 3 Total who Received Free Appropriate Special Education Services - Total all of those who were provided special education services by the school system directly or through contractual arrangement by age category. **Unduplicated number of students with disabilities (ages 3-21) who received special education services. This included students who turned 22 during the school year.**
- 4 Number who Received Special Transportation – Give an unduplicated Count by age, category and disability of eligible children who were provided special transportation.
- 5 Private School Children Placed by LEA –

 Number Enrolled - Give an unduplicated count by disability of eligible children who were enrolled by LEA in private schools within the boundaries of the school system and were provided special education services by the school system.
- 6 Private School Children Placed by Parents –
 - a. Number Enrolled – Give an unduplicated count by disability of eligible children who were enrolled by parents' choice in private schools within the boundaries of the school system.
 - b. Number Served – Give an unduplicated count by disability of eligible children who were enrolled by parents' choice in private schools within the boundaries of the school system and were provided special education services by the school system.

Authority: TRR-0520-1-3-.09 (3)(c)
 P. L. 94-142.300.227
 P. L. 99-457. Section 619

LEA: _____

TABLE 3
Special Education Staff Utilized

	General Purpose School Fund		IDEA, Part B		Preschool Grant Program	
	Employed	Contracted	Employed	Contracted	Employed	Contracted
Teacher (s)						
Educational Assistant (s)						
Principal (s)						
Attendant (s)						
Adaptive Physical Education Teacher (s)						
WBL Work - Study Coordinator (s)						
Psychologist (s)						
Social Worker (s)						
Bus Driver (s)						
Educational Diagnostician (s)						
Audiologist (s)						
Occupational Therapist (s)						
Physical Therapist (s)						
Recreation Therapist (s)						
Counselor (s)						
Director/Supervisor of Programs						
*Other Professionals (Specify)						
*Other Non-Professionals (Specify)						
Total	0	0	0	0	0	0

INSTRUCTIONS TABLE 3

SPECIAL EDUCATION STAFF UTILIZED

Personnel who are employed through the 72200 special education funds to provide special education services should be reported according to position assignments using full-time equivalents (FTE). Using two (2) decimal places, report that portion of time spent in a specific position. For example, when a supervisor is a full-time employee of the school system, but supervises the special education program only part of the time, report that portion of the time he/she supervises the special education program (0.75, 0.33, etc.).

In order to give a complete picture of all the services delivered by the system; also designate services provided by a full or part-time contractual arrangement. When a contract is written to purchase certain services, estimate the full-time equivalent (FTE) staff position.

Authority: Tennessee Rules & Regulations & Minimum Standards Rule 0520-1-9-.03 (2)(k)(2)

TABLE 4, Section D
STATE EXITING YEAR END REPORT FOR CIM PROCESS
 For School Year July 1, 2003 – June 30, 2004

School systems, please report the following:

- _____ 1. Total number of all students graduating
- _____ 2. Number of all general education students graduating with a:
- _____ a) General Education diploma
- _____ b) Certificate of Attendance
- _____ c) GED+2
- _____ 3. Number of special education students graduating with:
- _____ a) A General Education diploma by earning the specified number and type of credits, meeting competency or Gateway standards and having satisfactory records of attendance and conduct.
- _____ b) A General Education diploma by fulfillment of IEP requirements, passing the competency or Gateway tests and having satisfactory records of attendance and conduct.
- _____ c) A Special Education diploma
- _____ d) A Certificate of Attendance
- _____ e) A GED+2
- _____ 4. Total of all students who dropped out. (Count students who are 17 years old and above.) (Count only once if student enters, drops out, enters, drops out.)
- _____ a) General education students
- _____ b) Special education students

NOTE: The number(s) of students listed under each category should equal the number entered to the left of each major topic. Number 1 should equal the sum of numbers 2 and 3.

Using #4 as an EXAMPLE:

800	4.	Total of <u>all</u> students who dropped out.
	775	a) General education students
	25	b) Special education students

LEA: _____

TABLE 5, Section C

STATE SUSPENSION/EXPULSION YEAR END REPORT FOR CIM PROCESS

School Year July 1, 2003 – June 30, 2004

SUSPENSIONS

- _____ 1. Total number of individual students suspended (unduplicated headcount).
a) Total number of special education students suspended.
b) Total number of general education students suspended.
NOTE: 1a plus 1b should equal line 1.
- _____ 2. Total number of special education students who did not receive services after ten (10) days cumulative suspension.
- _____ 3. Total number of special education students who did receive services after ten (10) days cumulative suspension in:
a) An Alternative School _____ b) In School Suspension _____ c) Other (Specify) _____
NOTE: 3a plus 3b plus 3c should equal line 3.

EXPULSIONS

- _____ 4. Total number of all students expelled. (unduplicated headcount)
_____ a) Total number of special education students expelled.
_____ b) Total number of general education students expelled.
NOTE: 4a plus 4b should equal line 4.
- _____ 5. Total number of special education students who were expelled and did not receive services.
- _____ 6. Total number of special education students who were expelled but continued to receive services in:
a) An Alternative School _____ b) In School Suspension _____ c) Other (Specify) _____
NOTE: 6a plus 6b plus 6c should equal line 6.

For purposes of this report only:

- please include Gifted and Dev. Delayed in this count, where or if applicable;
- suspension/expulsion of a student begins when a child is removed from his/her "original" IEP placement, such as a resource room to a more restrictive placement such as the three places above in items 3 and/or 6.
- If a child is in more than one placement in items 3 or 6, count the child where the majority of time was spent.

TABLE 6, Section A
REPORT ON STAFF DEVELOPMENT ACTIVITIES AND PARENT INVOLVEMENT

School Year July 1, 2003 – June 30, 2004

(In-Service, Workshops, Conferences, Institutes, or Seminar Events that impact outcomes for special education/at risk students. Can be trainings scheduled by regular education or special education departments.)

SCHOOL SYSTEM _____

Date	Training Event Title or Technical Assistance Topic(s)	Training Code ¹	SIP/PIP Section ² OR Need Code ³	Number in Attendance ⁴					Results of Training and Plans for follow-up ⁵
				Parents	Special Ed Teachers	General Ed Teachers	Para-professionals	Other	

¹ List one code that best describes the primary content of this training event:

A – IEP related; **B** – Reading; **C** – Math; **D** – Other Content Area; **E** – State or Federal Special Ed Information; **G** – Behavior/Classroom Management; **H** – Technology; **I** Other (Explain)

² Document content linkage with the LEAs School Improvement Plans (SIP) and/or Program Improvement Plans (PIP), and/or Comprehensive Plan if any, in relation to the Continuous Improvement Monitoring Process (CIMP). Cite the Section abbreviation and number.

³ Enter the Need Code (see below) that best describes how the need for this staff development or parent involvement activity was identified.

P - Parent Survey; **Q** - Professional Staff Survey; **R** - Based on complaints received; **S** - Mediation request, **T** - due process, **U** -Other (Explain)

⁴ Enter the number of parents, special educators, general educators, and paraprofessionals who attended each event. If Other, such as Administrators, please type in.

⁵ Provide results of training in terms of impact on children in the classroom.

LEA: _____

TABLE 6, Section B

**Report of Special Education Programs and Related Services
In Need of Improvement**

DIRECTIONS:

Provide specific special education information taken directly from the LEAs School Improvement Plans (SIP) and Program Improvement Plan (PIP) as it relates to your Continuous Improvement Monitoring Process (CIMP).

Information from TNSIP:

Information from PIP:

LEA: _____

TABLE 7, Section A
Significant Changes in the Implementation of the Plan
2003-2004 School Year

Activity	Page No.	Description of Change and Reason

**INSTRUCTIONS
FOR
TABLE 7, Section A
2003-04 SY**

Significant Changes in the Implementation of the Plan

For any activity proposed in the Comprehensive Plan but not carried out during the year, list the activity, reference the page number in the Plan, and give a brief explanation of the change and reason why the activity was not implemented as proposed. Information about alternative activities chosen should also be given. In making determinations consider:

1. Significant differences in the number of children served ($\pm 5\%$ of total)
2. Significant differences in the options of service provided
3. Differences in personnel employed (any variations)
4. Changes in any of the activities described in the Plan
5. Any changes in policies or procedures

TABLE 7, Section B
End of Year Report
2003-2004

PARENT INVOLVEMENT

	Frequency of Contact	Number to Participate/Distribute
Parent Support Groups		
Parent/Professional Committees		
School Improvement Planning Committees		
Transition/Community/Agency Collaboration		
Newsletter		
Other (Specify)		

SURROGATE PARENT TRAINING

Date	Training Topic	# Participating

Please provide the number of Special Education Children and Youth that required surrogate parents during the 2003-04 school - year: _____

LEA: _____

TABLE 8, Section A
CHILD FIND – 3 THROUGH 21
2003-2004 School Year

A. For each Public Awareness activity addressed in the Comprehensive Plan, give actual number of contacts by source:

_____ Newsletter(s)	_____ Board Meetings	_____ Pamphlets/Brochures/Flyers
_____ Newspaper(s)	_____ Parent Meetings	_____ Doctors Offices
_____ Radio announcements	_____ Parent Surveys	_____ Bulletin Boards
_____ TV announcements	_____ Other (Specify)	_____ Health Department
_____ Website	_____	_____ Day Care Centers
	_____	_____ Laundromats

B. On a scale of 1-10 rate the effectiveness of collaboration activities with each of the agencies checked in the Comprehensive Plan (with “1” being no collaboration and “10” being excellent)

_____ Churches	_____ Homeless Coordinator
_____ Dept. of Children’s Services	_____ Migrant Coordinator
_____ Dept. of Correction	_____ TEIS
_____ Dept. of Human Services	_____ TIPS
_____ ELL	_____ Vocational Rehabilitation
_____ Head Start	_____ Other – Specify
_____ Health Department	_____

C. Give the actual number of students screened by grade level and category.

Category	Grade Level		Screening Instruments
	Public	Private	
Developmental			
Vision			
Hearing			
Speech/Language			
Academic			
Cognitive			
Social/Emotional			
Other – Specify:			

INSTRUCTIONS TABLE 8, SECTION B
EARLY CHILDHOOD TRANSITION

This table should reflect those preschool children transitioning into the school system during the 2003-2004 school year. This is an unduplicated count, so each child should be counted one time.

Provide actual numbers for:

1. Number of transition meetings held with early intervention providers-Give an unduplicated count by the age category (2 year olds) for all those children who had a transition meeting, even if the child was later determined not to be eligible for special education services.
2. Number of children with IEP by third birthday –Give an unduplicated count by age category (2,3 years) for all children who had an IEP either before or on the child's third birthday during the 2003-2004 school year regardless of the referral source.
 - a. From Early Intervention-Give an unduplicated count by age category (2,3 years) for those children who had an IEP on or before the child's third birthday during the 2003-2004 and who transitioned from early intervention programs.
 - b. From Child Find-Give an unduplicated count by age category (2,3 years) for those children who had an IEP on or before the child's third birthday during the 2003-2004 school year and did not transition from early intervention programs.
 - c. Total: Add the number of children from early intervention (a) and child find (b) to determine total number of children with IEP by third birthday.
3. Number of children determined eligible for Special Education Programs/Services- Give an unduplicated count by age category (3, 4, 5 year olds) for those children who had been in an early intervention programs and determined eligible for Special Education Services during the 2003-2004 school year. Do not report if the child was counted in previous year's reports. These are new children entering the school system. The child may have been in an early intervention program before 2003, but count if the child's eligibility for Special Services was determined during 2003-2004.
4. Percent of Children who came from Early Intervention Programs: Figure percentage based on the number of children from early intervention programs who had an IEP (2a) divided by the total number of children with an IEP (2 c).

TABLE 8, SECTION B
EARLY CHILDHOOD TRANSITION

Please provide actual numbers for 2003-2004:

	age 2	age 3	age 4	age 5	Total
1. Number of transition meetings held with early intervention providers					
2. Number of children with IEP by third birthday:					
a. From Early Intervention (TEIS)					
b. From Child Find					
c. Total (a + b)					
3. The number of children who had previously been served by early intervention <u>and</u> determined eligible for Special Education Services in this reporting year for all children entering the school system. (see note for reporting 5 year olds)					

4. Percent of children who at age 3 (see #2) came from Early Intervention Programs: _____%

INSTRUCTIONS TABLE 8, SECTION B (Continued)

SERVICE DELIVERY STATUS

This table should reflect those preschool children the school system serviced during the 2003-2004 school year (cumulative count). Report children by the primary disability. If a child has more than one disability, report him/her under the condition considered to be the major disability. This is an unduplicated count so each child should be reported only one time.

5. Actual total number of preschool children with disabilities served in the 2003-2004 school year. Give an unduplicated count by the primary disability of the eligible children by age category provided full time or part time special education services within the school or through contractual agreement with another school system, a private school, or a public agency. If there are any age 6 or above that are served in a preschool setting please include them in the appropriate age box.
6. Actual number of preschool special education teachers by assignment during 2003-2004: Report the number of Full Time Equivalency (FTE) personnel employed or contracted to provide special education and related services on or about December 1, 2003 according to position assignment. Using two (2) decimal places, report that portion of time spent in that specific position.
7. Actual number of supporting staff in preschool special education programs, 2003-2004. Report the number of Full Time Equivalency (FTE) personnel employed or contracted to provide special education and related services on or about December 1, 2003 according to position assignment. Using two (2) decimal places, report that portion of time spent in that specific position.
8. For each program listed below in which a preschool program was available, indicate the number of children served by program who are receiving special education services. Give an unduplicated count of the number of by age category served by each program.
9. Indicate the service delivery program used in the 2003-2004 SY for children with disabilities. Give an unduplicated count of the number of children by age category served by each type of program. This number should match the Grand Total for #5.

TABLE 8, SECTION B (continued)
SERVICE DELIVERY STATUS

5. Actual total number of children with disabilities served in a preschool setting for the 2003-2004 school year.

Disability	age 3	age 4	age 5	age 6	over age 6	Total
Autism						
Deaf-Blindness						
Developmental Delay						
Emotional Disturbance						
Hearing Impairment						
Mental Retardation						
Multiple Disabilities						
Orthopedic Impairments						
Other Health Impairments						
Specific Learning Disabilities						
Speech or Language Impairments						
Traumatic Brain Injury						
Visual Impairments						
Total (Sum of all the above)						

6. Actual number of preschool special education teachers by assignment during 2003-2004:

	FTE
Early Childhood Setting	
Home/Itinerant	
Itinerant Service Outside the Home	
PT Early Childhood/PT Early Childhood Special Education	
Reverse Mainstreaming	
Early Childhood Special Education Setting	
Home/Homebound	
Separate School	
Residential Facility	

7. Actual number of supporting staff in preschool special education programs, 2003-2004.

	FTE
Teaching Assistants	
Speech and Language Pathologists	
Occupational Therapists	
Certified Occupational Therapists (COTAS)	
Physical Therapists	
Physical Therapists Assistants (PTAs)	
Others (list)	

TABLE 8, SECTION B (continued)

8. For each program listed below in which a preschool program was available, indicate the total number of special education children served by program.

Type or Program	Number of Students Served		
	age 3	age 4	age 5
Preschool programs for 3-5 year olds			
Title 1 Preschool Program			
Head Start (LEA sponsored)			
Head Start (other community agency)			
Preschool programs operated in conjunction with a secondary vocational child care			
Other LEA Preschool Program(s) Specify:			
Other community programs (e.g. private child care or preschool program) Specify:			
Home			

9. For each type of service delivery indicate the number of special education children by age category.

Type of Service Delivery	Number of Children				
	age 3	age 4	age 5	age 6	over age 6
Early Childhood Setting					
Home/Itinerant					
Itinerant Services Outside the Home					
PT Early Childhood/PT Early Childhood Special Education					
Reverse Mainstreaming					
Home/Homebound					
Separate School					
Residential Facility					
Head Start					
Total					

INSTRUCTIONS TABLE 9

Due August 1, 2004

FINANCIAL EXPENDITURES 2003-2004

The purpose of this table is to provide documentation for maintenance of effort. Maintenance of effort of State and local expenditures is required in order for the LEA to receive federal special education funds.

Except for the 71200 and 72220 series the annual financial report does not itemize special education expenditures. Therefore, Table 9 will document Special Education expenditures in additional series: Alternative Instruction Program (71150), Program Health Services (72120), Other Student Support (72130), Alternative Instruction Program (72215), School Administration (72410), and Transportation (72710). This information provided by the Table 9 will be used by the Division of Special Education during audits by the State Comptroller's Office.

The final LEA Board approved expenditures for General Purpose must be listed in the forms provided. The expenditures for the General Purpose Fund must correspond with the Annual Financial Report.

Deadline for submission of Table 9, Financial Information, is August 1, 2004. This report can be submitted from June 15 through August 1, 2004. **Extension beyond the August 1 deadline should be requested from Nan McKerley.**

EXTENDED SCHOOL YEAR

The last page of Table 9 also includes a section to provide information on the number of children with disabilities who were provided Extended School Year services as noted on IEPs during the summer of 2004.

SCHOOL SYSTEM: _____

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND
	INSTRUCTION (71000)	
	ALTERNATIVE INSTRUCTION PROGRAM	
71150 116	Teachers	
71150 117	Career Ladder Program	
71150 127	Career Ladder Extended Contracts	
71150 128	Homebound Teachers	
71150 162	Clerical Personnel	
71150 163	Educational Assistants	
71150 189	Other Salaries & Wages	
71150 195	Substitute Teachers	
71150 201	Social Security	
71150 204	State Retirement	
71150 206	Life Insurance	
71150 207	Medical Insurance	
71150 208	Dental Insurance	
71150 210	Unemployment Compensation	
71150 212	Employer Medicare	
71150 299	Other Fringe Benefits	
71150 311	Contracts with Other School Systems	
71150 336	Maintenance And Repair Services - Equipment	
71150 356	Tuition	
71150 399	Other Contracted Services	
71150 429	Instructional Supplies & Materials	
71150 449	Textbooks	
71150 499	Other Supplies & Materials	
71150 535	Fee Waivers	
71150 599	Other Charges (Specify)	
71150 790	Other Equipment	

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SCHOOL SYSTEM: _____

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND
	INSTRUCTION (71000) SPECIAL EDUCATION PROGRAM (71200)	
71200 116	Teachers	
71200 117	Career Ladder Program	
71200 127	Career Ladder Extended Contracts	
71200 128	Homebound Teachers	
71200 162	Clerical Personnel	
71200 163	Educational Assistants	
71200 189	Other Salaries & Wages	
71200 195	Substitute Teachers	
71200 201	Social Security	
71200 204	State Retirement	
71200 206	Life Insurance	
71200 207	Medical Insurance	
71200 208	Dental Insurance	
71200 210	Unemployment Compensation	
71200 212	Employer Medicare	
71200 299	Other Fringe Benefits	
71200 310	Contracts With Other Public Agencies	
71200 311	Contracts With Other School Systems	
71200 312	Contracts With Private Agencies	
71200 336	Maintenance And Repair Services-Equipment	
71200 356	Tuition	
71200 399	Other Contracted Services	
71200 429	Instructional Supplies & Materials	
71200 449	Textbooks	
71200 499	Other Supplies & Materials	
71200 535	Fee Waivers	
71200 599	Other Charges (Specify)	
71200 725	Special Education Equipment	
99100 590	Indirect Cost – Specify Rate: %	
71200 & 99100	TOTAL EXPENDITURES for SPED INSTRUCTION	0

SCHOOL SYSTEM _____

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND
	SUPPORT SERVICES (72000)	
	STUDENTS (72100)	
	HEALTH SERVICES (72120)	
72120 131	Medical Personnel (Nurses, PT)	
72120 189	Other Salaries & Wages	
72120 201	Social Security	
72120 204	State Retirement	
72120 206	Life Insurance	
72120 207	Medical Insurance	
72120 208	Dental Insurance	
72120 210	Unemployment Compensation	
72120 212	Employer Medicare	
72120 299	Other Fringe Benefits	
72120 336	Maintenance & Repair Services - Equipment	
72120 355	Travel	
72120 399	Other Contracted Services	
72120 413	Drugs & Medical Supplies	
72120 499	Other Supplies & Materials	
72120 524	In-Service/Staff Development	
72120 599	Other Charges	
72120 735	Health Equipment	
72120	TOTAL EXPENDITURES for HEALTH SERVICES	0

SCHOOL SYSTEM

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

	SUPPORT SERVICES (72000)	
	STUDENTS (72100)	
	OTHER STUDENT SUPPORT (72130)	
72130 117	Career Ladder Program	
72130 123	Guidance Personnel	
72130 124	Psychological Personnel	
72130 127	Career Ladder Extended Contracts	
72130 130	Social Workers	
72130 135	Assessment Personnel	
72130 161	Secretary(s)	
72130 162	Clerical Personnel	
72130 164	Attendants	
72130 170	School Resource Officer	
72130 189	Other Salaries & Wages	
72130 201	Social Security	
72130 204	State Retirement	
72130 206	Life Insurance	
72130 207	Medical Insurance	
72130 208	Dental Insurance	
72130 210	Unemployment Compensation	
72130 212	Employer Medicare	
72130 299	Other Fringe Benefits	
72130 309	Contracts with Government Agencies	
72130 311	Contracts with Other School Systems	
72130 322	Evaluation & Testing (Contracts)	
72130 336	Maintenance & Repair Services -Equipment	
72130 355	Travel	
72130 399	Other Contracted Services	
72130 499	Other Supplies & Materials	
72130 524	In-Service/Staff Development	
72130 599	Other Charges	
72130 790	Other Equipment	
72130	TOTAL EXPENDITURES for OTHER STUDENT SUPPORT	0

SCHOOL SYSTEM

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND
	SUPPORT SERVICES (72000) INSTRUCTIONAL STAFF (72220) ALTERNATIVE INSTRUCTION PROGRAM (72215)	
72215 105	Supervisor/Director	
72215 117	Career Ladder Program	
72215 123	Guidance Personnel	
72215 127	Career Ladder - Extended Contracts	
72215 129	Librarian (s)	
72215 132	Material supervisor (s)	
72215 136	Audiovisual Personnel	
72215 137	Education Media Personnel	
72215 138	Instructional Computer Personnel	
72215 161	Secretary (s)	
72215 162	Clerical Personnel	
72215 163	Education Assistants	
72215 189	Other Salaries & Wages	
72215 196	In-Service Training	
72215 201	Social Security	
72215 204	State Retirement	
72215 206	Life Insurance	
72215 207	Medical Insurance	
72215 208	Dental Insurance	
72215 210	Unemployment Compensation	
72215 212	Employer Medicare	
72215 299	Other Fringe Benefits	
72215 308	Consultants	
72215 311	Contracts with Other School Systems	
72215 336	Maintenance & Repair Services-Equipment	
72215 355	Travel	
72215 399	Other Contracted Services	
72215 432	Library Books/Media	
72215 437	Periodicals	
72215 499	Other Supplies & Materials	
72215 524	In-Service/Staff Development	
72215 599	Other Charges (Specify)	
72215 790	Other Equipment	

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SCHOOL SYSTEM

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND
	SUPPORT SERVICES (72000)	
	INSTRUCTIONAL STAFF (72200)	
	SPECIAL EDUCATION PROGRAM STAFF (72220)	
72220 105	Supervisor/Director	
72220 117	Career Ladder Program	
72220 124	Psychological Personnel	
72220 127	Career Ladder Extended Contracts	
72220 135	Assessment Personnel	
72220 161	Secretary(s)	
72220 162	Clerical Personnel	
72220 189	Other Salaries & Wages	
72220 196	In-service Training	
72220 201	Social Security	
72220 204	State Retirement	
72220 206	Life Insurance	
72220 207	Medical Insurance	
72220 208	Dental Insurance	
72220 210	Unemployment Compensation	
72220 212	Employer Medicare	
72220 299	Other Fringe Benefits	
72220 308	Consultants	
72220 336	Maintenance & Repair Services - Equipment	
72220 355	Travel	
72220 399	Other Contracted Services	
72220 499	Other Supplies & Materials	
72220 524	In-service/Staff Development	
72220 599	Other Charges (Specify)	
72220 790	Other Equipment	
72220	TOTAL EXPENDITURES for SPECIAL EDUCATION PROGRAM STAFF	0

SCHOOL SYSTEM

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND
	SUPPORT SERVICES (72000)	
	SCHOOL ADMIN. (72400)	
	OFFICE OF PRINCIPAL (72410)	
72410 104	Principal(s)	
72410 117	Career Ladder Program	
72410 119	Accountants/ Bookkeepers	
72410 127	Career Ladder Extended Contracts	
72410 139	Assistant Principal(s)	
72410 161	Secretary(s)	
72410 162	Clerical Personnel	
72410 189	Other Salaries & Wages	
72410 196	In-service Training	
72410 201	Social Security	
72410 204	State Retirement	
72410 206	Life Insurance	
72410 207	Medical Insurance	
72410 208	Dental Insurance	
72410 210	Unemployment Compensation	
72410 212	Employer Medicare	
72410 299	Other Fringe Benefits	
72410 307	Communication	
72410 320	Dues & Memberships	
72410 336	Maintenance & Repair Services -	
72410 348	Postal Charges	
72410 355	Travel	
72410 399	Other Contracted Services	
72410 435	Office Supplies	
72410 499	Other Supplies & Materials	
72410 524	In-service/Staff Development	
72410 599	Other Charges	
72410 701	Administration Equipment	
72410	TOTAL EXPENDITURES for OFFICE OF PRINCIPAL	0

SCHOOL SYSTEM

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

72710 105	Supervisor/Director	
72710 142	Mechanic(s)	
72710 146	Bus Drivers	
72710 162	Clerical Personnel	
72710 189	Other Salaries & Wages	
72710 196	In-service Training	
72710 201	Social Security	
72710 204	State Retirement	
72710 206	Life Insurance	
72710 207	Medical Insurance	
72710 208	Dental Insurance	
72710 210	Unemployment Compensation	
72710 212	Employer Medicare	
72710 299	Other Fringe Benefits	
72710 307	Communication	
72710 311	Contracts with other School Systems	
72710 312	Contracts with Private Agencies	
72710 313	Contracts with Parents	
72710 314	Contracts with Public Carriers	
72710 315	Contracts with Vehicle Owners	
72710 329	Laundry Service	
72710 338	Maintenance & Repair Service Vehicles	
72710 340	Medical & Dental Services	
72710 351	Rentals	
72710 355	Travel	
72710 399	Other Contracted Services	
72710 412	Diesel Fuel	
72710 418	Equipment & Machinery Parts	
72710 424	Garage Supplies	
72710 425	Gasoline	
72710 433	Lubricants	
72710 450	Tires & Tubes	
72710 453	Vehicle Parts	
72710 499	Other Supplies & Materials	
72710 511	Vehicle & Equipment Insurance	
72710 524	In-service/Staff Development	
72710 599	Other Charges	
72710 701	Administration Equipment	
72710 729	Transportation Equipment	
72710	TOTAL EXPENDITURES for TRANSPORTATION	0

SCHOOL SYSTEM _____

Table 9
FINANCIAL EXPENDITURES
Actual Expenditures for 2003-2004
Education for Children with Disabilities

ACCOUNT SERIES	EXPENDITURES	GENERAL PURPOSE FUND
71150	Alternative Instruction Program	
71200 & 99100	Special Education Instruction/Indirect Cost	
72120	Health Services	
72130	Other Student Support	
72215	Alternative Instruction Program	
72220	Special Education Program Staff	
72410	Office of Principal	
72710	Transportation	
TOTAL EXPENDITURES FOR SPECIAL EDUCATION		0

EXTENDED SCHOOL YEAR

Total number of children with disabilities provided Extended School Year services as noted on IEPs during Summer of 2004 - by grade level and disability.

Disability	Pre	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Autism															0
Deaf-Blindness															0
Developmental Delay															0
Emotional Disturbance															0
Hearing Impairments															0
Mental Retardation															0
Multiple Disabilities															0
Orthopedic Impairments															0
Other Health Impairments															0
Specific Learning Disabilities															0
Speech or Language Impairments															0
Traumatic Brain Injury															0
Visual Impairments															0

TABLE 10
END OF YEAR REPORT FOR GIFTED¹

DEMOGRAPHIC INFORMATION

School System _____ School Year 2003-2004

Person Reporting _____ Phone _____ Email _____

SECTION A—TOTAL SYSTEM DATA

Report the *Total Number of Students* for each ethnic category enrolled in the school system in the 2003-2004 School Year.

1. _____ Total Number of Caucasian Students in School System
2. _____ Total Number of African American Students in School System
3. _____ Total Number of Native American Students in School System
4. _____ Total Number of Hispanic Students in School System
5. _____ Total Number of Asian Students in School System
6. _____ Total Number of Other Ethnic Population Students in School System
7. = _____ TOTAL NUMBER OF STUDENTS IN SCHOOL SYSTEM

****NOTE: The Total of 1 – 6 Must Equal the Total Number of Students in the School System***

¹ Include in **Sections B, C, and D** all referrals for gifted assessment that have been completed (i.e., assessment and IEP team meeting) no later than June 30, 2004. Referrals that have not been completed by June 30, 2004 (including the IEP team meeting) should be reported for the 2004-2005 school year.

SECTION B—GIFTED ASSESSMENT DATA

Report the ***Total Number of Students*** for each ethnic category who were ***Assessed for Individual Screening and Comprehensive Evaluation*** (Special Education eligibility guidelines) OR for ***Individually Screened and Evaluated*** (LEA General Education Gifted Program eligibility guidelines) in the 2003-2004 School Year. Students reported in Section B are those students who were individually screened and evaluated for consideration for Gifted Eligibility. **Note: Section B does not address eligibility and placement for services.**

Ethnic Populations	1. Individual Screening *Students individually screened as a result of Grade Level Screening or Referral	2. Special Education Comprehensive Evaluation *Students receiving comprehensive evaluation after Individual Screening	3. General Education Comprehensive Evaluation *Students receiving comprehensive evaluation after Individual Screening
Caucasian			
African American			
Native American			
Hispanic			
Asian			
Other			

SECTION C—ALTERNATIVE ASSESSMENT PROCEDURES DATA

Report the number of students by ethnicity ***Evaluated*** for Gifted Services in the 2003-2004 school year using ***Alternative Assessment Procedures*** as described in the Gifted Manual posted, on the Special Education Website.

(1) Special Education Criteria

_____ Caucasian

_____ African American

_____ Native American

_____ Hispanic

_____ Asian

_____ Other

(2) General Education Criteria

_____ Caucasian

_____ African American

_____ Native American

_____ Hispanic

_____ Asian

_____ Other

SECTION D – ELIGIBILITY DATA

Report the number of students by ethnicity **Evaluated** and **Placed** in the 2003-2004 School Year with eligibility standards described:

1. Option 1 (Special Education standards)
2. Option 2 (Special Education standards)
3. Option 3 (Special Education standards)
4. General Education criteria (Developed by the LEA for Gifted Programs funded through general education).
5. Outside Independent Evaluation (Cognitive and/or Achievement Testing provided through Independent Evaluation).

ELIGIBILITY DETERMINED BY

Ethnic Populations	(1, 2, 3) Special Education Standards			(4) General Ed Criteria	(5) Independent Evaluation			
	(1) Option 1	(2) Option 2	(3) Option 3		Option 1	Option 2	Option 3	Gen Ed
Caucasian								
African American								
Native American								
Hispanic								
Asian								
Other								

SECTION E (1)—SPECIAL EDUCATION: GIFTED SERVICES DATA

Report the number of students by ethnicity and grade **Receiving Gifted Services** through **Special Education Programs** in the 2003-2004 school year. Do not include students in Advanced Placement or Honors Classes, *unless* there is an IEP.

Ethnic Populations		Grade Level												
		Kg.	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
	Caucasian													
	African American													
	Native American													
	Hispanic													
	Asian													
	Other													

SECTION E (2)—GENERAL EDUCATION: GIFTED SERVICES DATA

Report the number of students by ethnicity and grade **Receiving Gifted Services** through **General Education Programs** in the 2003-2004 school year. Do not include students in Advanced Placement or Honors Classes, *unless* students are identified as Gifted through General Education Guidelines and there is a General Education equivalent to the IEP documenting specific programming.

Ethnic Populations		Grade Level												
		Kg.	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
	Caucasian													
	African American													
	Native American													
	Hispanic													
	Asian													
	Other													

INSTRUCTIONS – TABLE 10

1. Provide data for 2003-2004, beginning with July 1, 2003 and ending with June 30, 2004.

2. Data in Section A is available through the Central Office of the school system.

Note: Total school enrollment will be compiled through the last day of school in the 2003-2004 school year.

3. Data in Sections B, C, and D is obtained by compilation of the *Gifted Tracking Log*.

Note: Include in Sections B, D, and E all referrals for gifted assessment that have been completed (i.e., assessment and IEP team meeting) no later than June 30, 2004. Referrals that have not been completed by June 30, 2004 (including the IEP team meeting) should be reported for the 2004-2005 school year.

4. Data in Section E is available through Special Education Census (Special Education Gifted Programs) or through the General Education Program census (General Education Gifted Programs).

Note: If students received gifted services for any length of time during the school year, include this count in Section E.

a. Demographic Information

—Lines 1 and 2

Record the following information:

1. **School System** – Name of school system
2. **School Year** – 2003-2004
3. **Person Reporting** – Person completing Table 10
4. **Phone** – Contact number for person completing Table 10
5. **Email** – Contact email for person completing Table 10

b. Section A—Total System Data

—Rows 1 through 6

Report the Total Number of Students for each listed ethnic category enrolled in the school system in the 2003-2004 School Year.

1. Caucasian
2. African American
3. Native American
4. Hispanic
5. Asian
6. Other Ethnic)

—Row 7

Report the Total Number of Students in the School System.

Note: This total must equal the sum of Rows 1 through 6.

c. **Section B—Gifted Assessment Data**

Note: Students reported in Section B are those students who were individually screened and/or comprehensively evaluated for consideration for Gifted Eligibility. Section B **does not address eligibility and placement for services**. Eligibility and Placement is addressed in Section D (Eligibility Data).

—Column 1: Individual Screening

Report the Total Number of Students by ethnicity who were Individually Screened as a result of Grade Level Screening or Referral (i.e., parent, teacher, or self-referral)—Special or General Education Individual Screening.

—Column 2: Special Education Comprehensive Evaluation

Report the Total Number of Students by ethnicity who received a Comprehensive Evaluation (i.e., intellectual evaluation, alternative assessment instruments, or any additional assessments required) after the Individual Screening—Special Education assessment eligibility guidelines.

—Column 3: General Education Comprehensive Evaluation

Report the Total Number of Students by ethnicity who received a Comprehensive Evaluation (i.e., intellectual evaluation, alternative assessment instruments, or any additional assessments required)—specific system General Education eligibility guidelines.

IV. **Section C—Alternative Assessment Procedures Data**

—Column 1: Special Education Criteria

Report the Total Number of Students by ethnicity whose evaluation included Alternative Assessment instruments or procedures as described in the Gifted Manual (Section 6, page 27). This count is for students who were Individually Screened and Comprehensively Evaluated in the 2003-2004 school year.

—Column 2: General Education Criteria

Report the Number of Students by ethnicity whose evaluation included Alternative Assessment instruments or procedures as determined appropriate using the school system General Education criteria. This count is for students who were Individually Screened and Comprehensively Evaluated in the 2003-2004 school year.

• **Section D—Eligibility Data**

Columns 1—4 of Section D report students evaluated and placed by the following standards:

- Special Education standards and program funding—Options 1, 2, or 3 **OR**
- General Education System standards and program funding—Option 4.

Report the number of students by ethnicity receiving a Comprehensive Evaluation and the manner in which they were identified as Intellectually Gifted (i.e., determined to be Eligible) in the 2003-2004 school year with eligibility standards described in columns 1, 2, 3, or 4.

—Column 1: Option 1 (Special Education criteria)

—Column 2: Option 2 (Special Education criteria)

—Column 3: Option 3 (Special Education criteria)

—Column 4: General Education standards (Developed by the LEA for Gifted Programs funded through general education).

Column 5 of Section D reports students who were evaluated through a partial or comprehensive Independent Evaluation—that is, the evaluation was administered through an Independent Psychologist (outside the school system).

Report the number of students evaluated and placed as a result of an Independent Evaluation in Column 5. Do not report students evaluated through Independent Evaluation in Columns 1, 2, 3, or 4.

—Column 5: Outside Independent Evaluation (Cognitive and/or Achievement Testing provided through Independent Evaluation).

Example of data reported in Column 5: 10 Caucasian students were evaluated and placed as a result of an Independent Evaluation, 5 were eligible by Option 1 criteria, 3 were eligible by Option 2 criteria, and 2 were eligible by General Education Criteria. In this example, the grid should be completed as below:

	(1, 2, 3) Special Education Standards			(4) General Ed Criteria	(5) Independent Evaluation			
	(1) Option 1	(2) Option 2	(3) Option 3		Option 1	Option 2	Option 3	Gen Ed
Caucasian					5	3	0	2

VIII. **Section E—Gifted Services Data**

Section E reports data for all students receiving gifted services in the 2003-2004 school year. Count all students regardless of the length of time the student received gifted services during the school year. Student count for Section E **does not include** students receiving Advanced Placement or Honors Classes, **unless** there is an IEP or General Education equivalent to the IEP documenting specific gifted programming.

—E (1): Special Education Gifted Services Data

Special Education Placement and Funding: Report the number of students who received services as identified Gifted students in the 2003-2004 school year by grade level (kindergarten through 12th grade) and by ethnicity.

—E (2): General Education Gifted Services Data

General Education Placement and Funding: Report the number of students who received services as identified Gifted students in the 2003-2004 school year by grade level (kindergarten through 12th grade) and by ethnicity.